

**HOW DO ATTORNEYS AND LAW FIRMS FILE A  
REQUEST FOR EXEMPTION FROM DMP  
DISMISSAL THROUGH E-SERVICES?**

Once an attorney or law firm logs in to E-Services and clicks on the Docket Management Program link, the list of cases for the logged-in juris number will appear on the screen.

- To select a case, click on the appropriate docket number.
- Click on submit.
- Complete the *Request for Exemption from Docket Management Program* form that appears on the screen as appropriate for that particular case.
- Verify that all information on the form is correct.
- Print the form to send to all parties of record.
- Click on **Submit** to submit the form for processing by the court.
- Return to the list of cases and repeat the foregoing steps for each case for which an exemption is needed.

**WHAT IF AN ATTORNEY OR LAW FIRM IS  
UNABLE TO ELECTRONICALLY FILE AN  
EXEMPTION THROUGH E-SERVICES?**

If an attorney or law firm is unable to electronically file a request for exemption through E-Services, the attorney or law firm must request an exclusion from the requirement of electronically filing a request for exemption through E-Services by obtaining and filing an *Attorney Request for Exclusion from Electronic Filing of Request for Exemption from Docket Management Program Dismissal* form (JD-CL-87).

**Note: All requests for exclusion from the electronic filing requirement must be submitted no later than January 12, 2007.**

**WHAT IS THE PROCEDURE FOR REQUESTING  
AN EXCLUSION FROM ELECTRONIC FILING OF  
A REQUEST FOR EXEMPTION FROM DMP  
DISMISSAL?**

- Obtain the form by calling 866-765-4452 or by downloading the form from the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)).
- Complete and return the form to the Court Operations Unit, Docket Management Coordinator, 225 Spring Street, Wethersfield, CT 06109.

Notice of the decision on the request for exclusion will be mailed or faxed to the attorney or firm requesting the exclusion. If the request is granted, the decision must be attached to **each** *Request for Exemption from Docket Management Program (DMP) Dismissal* form (JD-CL-71) submitted by that attorney or firm.

**WHAT HAPPENS IF COUNSEL OR PRO SE  
PARTIES DO NOT COMPLY WITH THE NOTICE  
AND ORDER?**

Failure to comply with the Notice and Order of the Court will result in the dismissal of any nonexempt case on May 4, 2007.

Counsel and pro se parties of record will be notified of the judgment of dismissal.

**FOR MORE INFORMATION**

Please read the Standing Order and the Guidelines in their entirety on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)) by clicking on the link to "Docket Management Program."

The Guidelines and Standing Order were also published in the *Connecticut Law Journal* on September 19 and 26, 2006.

**DOCKET  
MANAGEMENT  
PROGRAM  
(DMP)**



JUDICIAL BRANCH  
COURT OPERATIONS  
225 SPRING STREET  
WETHERSFIELD, CT 06109  
[www.jud.ct.gov](http://www.jud.ct.gov)

**Please direct inquiries to the  
Court Operations Unit at  
(866) 765-4452**

## WHAT IS THE DOCKET MANAGEMENT PROGRAM (DMP)?

The Docket Management Program is a case review program conducted by the Court to foster caseload excellence and ensure the timely disposition of cases.

### WHAT IS THE PURPOSE OF THE DMP?

The Docket Management Program is conducted by the Court:

- To adopt fair case processing time standards that will provide for the equal treatment of litigants and the timely resolution of cases through the active oversight and continuous management of time and events by the Court.
- To foster caseload excellence by ensuring that each case receives the type and amount of attention required by the nature of its action and complexity of its issues.
- To enhance the quality of justice and facilitate the timely disposition of all cases.

### HOW ARE CASES SELECTED FOR THE DMP?

In August 2006, cases were selected based on the following criteria:

Writ Only	6 months
Writ And Appearance Only	6 months
Pleadings Not Closed or pleadings Closed but <i>Certificate of Closed Pleadings</i> (JD-CV-11) Not Filed:	
• Contract Collections (C40)	6 Months
• Small Claims Transfers to the Regular Docket (M83)	6 Months
• All Other Cases	12 Months

## HOW WILL PARTIES BE NOTIFIED OF DMP CASE SELECTION?

Calendars identifying the cases that have been selected for the DMP will be distributed to all counsel and pro se parties of record in November 2006.

Inventories of cases that have been selected for the DMP are available at each Judicial District clerk's office and civil caseload office.

Calendar information is also available on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)). Click on the link to "Case Look-up," then "Civil/Family Case Look-up," and then on the link to "Short Calendars."

### WHAT ARE THE PROCEDURES FOR COMPLIANCE WITH THE NOTICE AND ORDER?

The scheduled court date and time printed on the calendars, which represents the date and time of dismissal for failure to comply with the Notice and Order of the Court, is May 4, 2007 at 5:00 p.m.. **Note: Counsel and pro se parties are not to appear in court for these calendars.**

Upon receipt of a DMP calendar, counsel and pro se parties of record should take the necessary steps to comply with the Notice and Order of the Court and to avoid a judgment of dismissal by:

- Filing a withdrawal of action;
- Processing a case to judgment
- Filing a *Certificate of Closed Pleadings* (JD-CV-11) in a civil action;
- Filing a Case Management Agreement (JD-FM-163) in a Dissolution of Marriage, Dissolution of Civil Union, Legal Separation, Annulment, Custody or Visitation action, or
- Obtaining an exemption from DMP dismissal.

## WHAT IS THE PROCEDURE FOR OBTAINING AN EXEMPTION FROM DMP DISMISSAL?

Between **February 1 and March 23, 2007, inclusive**, counsel and pro se parties must file a *Request for Exemption from Docket Management Program (DMP) Dismissal* form with the Court.

The appropriate *Request for Exemption from Docket Management Program (DMP) Dismissal* form must be submitted. **Note: In accordance with the standing order, no other format will be considered.**

**Pro se parties** must complete form **JD-CL-71** and hand-deliver, mail or fax it to the clerk's office of the court where the action is pending within the specified time period.

- A fillable version of the form is accessible on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)).
- A printed version of this form is available at each Judicial District clerk's office and civil caseload office.

**Attorneys and law firms** must electronically file through E-Services, Docket Management Program, the form **JD-CL-71E** within the specified time period unless an exclusion from electronic filing has been granted (see next section).

Attorneys and law firms must access the electronic form from the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)) by logging in to E-Services with the appropriate juris number and password, and then clicking on the Docket Management Program link on the menu bar.